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# Elmbridge Community Climate Action Fund 2024-25 Guidance notes

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**2024-2025 Funding Round**

**Tuesday 9 July 2024 – Midnight Sunday 1 September 2024**



**Elmbridge**  
Borough Council

# Contents

Elmbridge Community Climate Action Fund 2024-25 Guidance notes.....	1
Introduction.....	3
Elmbridge Community Climate Action Fund overview.....	3
Eligibility criteria.....	3
Who can apply? .....	3
What type of projects can be funded?.....	4
What is not eligible? .....	4
How much can I apply for?.....	5
Application deadlines .....	5
Completing the form .....	5
Questions 1-2.....	5
Questions 3-7.....	5
Questions 8.....	5
Questions 9-11 .....	6
Question 12-14.....	6
Question 15 and 16.....	6
Question 17 and 18.....	6
Question 19 and 20.....	7
Question 21.....	7
Question 22.....	7
Question 23.....	7
Next steps after submitting an application form .....	7
Once the funding round has closed.....	7
Notification of awards.....	8
Project delivery timeline and when funding is released.....	8

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## Introduction

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This guidance aims to assist those completing the Elmbridge Community Climate Action Fund application form, which can be found online.

If you need any further guidance please contact the Climate Change team via email, [climatechange@elmbridge.gov.uk](mailto:climatechange@elmbridge.gov.uk).

### **Elmbridge Community Climate Action Fund overview**

The Elmbridge Community Climate Action Fund (ECCAF) is a grant available to community groups and organisations to help them deliver carbon reduction projects in Elmbridge.

Applications for funding should cover one of the following key funding areas to reduce carbon emissions and help improve the sustainability of Elmbridge:

- carbon emission reduction education measures
- energy reduction, efficiency, and renewable generation measures
- water and waste reduction measures
- biodiversity enhancement measures
- active travel measures

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## Eligibility criteria

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In addition to the key funding areas for the grant listed above, the details below set out further details to consider when making an application.

### **Who can apply?**

We expect applications to come from non-profit organisations or groups based in Elmbridge and primarily focused on serving the residents of Elmbridge. The organisation structures can include charities, sustainability focus community groups, community organisations, schools, faith groups, sports clubs/centres, village halls, Scouts/Girl Guides, etc.

The organisation must already be established and have a bank account in place under their name, as funds will be released into the bank account upon project completion should an applicant be successful in receiving funding. Applications must be received from the delivery organisation.

## What type of projects can be funded?

The ECCAF grants can fund projects that are creating tangible deliverables with measurable outcomes focused on reducing carbon emissions. The grant can contribute to both the cost of materials or equipment and installation.

The key funding area for the grants and examples of projects/activities that could be funded under each area are listed below:

- carbon emission reduction education measures -
  - e.g. educational assets or curriculum focused on climate change and carbon emission reduction
- energy reduction, efficiency and renewable generation measures -
  - e.g. lighting (LED, controls, sensors), insulation, double glazing, heating (heating systems, zone control, heat recovery, thermal stores, heat loss reduction measures), renewable technologies (solar PV panels, solar batteries, heat pumps), energy efficient equipment
- water and waste reduction measures -
  - e.g. automatic taps, low flow aerators on taps/low flow taps, drought resistant planting, water butts / rainwater harvesting systems, recycling systems, composting
- biodiversity enhancement measures -
  - e.g. planting equipment (manual or electric), tree planting, community garden planting, habitat creation to support insects & pollinators.
- active travel measures -
  - e.g. high vis equipment for walkers (e.g. for litter picks, etc.), bicycle safety and maintenance education, bike racks

If you have any other projects outside of the example list, [please contact the Climate Change team](#) and officers will check the proposal and advise on eligibility.

## What is not eligible?

The ECCAF grant is not eligible to be used to fund the following:

- Projects that have commenced or completed prior to the funding decision
- Ongoing revenue costs for a project
- Running costs, core funding or event costs
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies

All grants are made at the discretion of Elmbridge Borough Council, are subject to availability of funding, and those funding decisions are final. The council reserves the right to vary the guidance notes and/or end the funding on offer at any time.

## How much can I apply for?

You can apply for a grant of up to £5,000 from ECCAF toward the project.

Applications can be made for full or part funding of a project. If the funding requested is for a portion of the project cost, the amount of matched funding (e.g., grants or contributions from third parties and contributions from the organisation) should be listed in the application form to assure that the project can be delivered. All applications are assessed on an individual basis.

Please also note that a project can only apply for ECCAF funding once.

## Application deadlines

The 2024-2025 ECCAF funding round will open on Tuesday 9 July 2024 and applications for this funding round must be completed and submitted by **midnight on Sunday 1 September 2024** to the team via email [climatechange@elmbridge.gov.uk](mailto:climatechange@elmbridge.gov.uk). Applications received after this date will not be considered.

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## Completing the form

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The following provides further guidance when answering the questions in the application form.

### Questions 1-2

The name and address for the organisation itself.

### Questions 3-7

Name and contact details for the main contact from the organisation. The named contact will need to sign the declaration at the end of the form. We will send all correspondence about this application to the main contact listed on the form throughout the process.

### Questions 8

Please provide details on the type of organisation (refer to list above in the who can

apply section) and information on the legal status of your organisation.

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

The organisation must already have a bank account in place under the name of the organisation.

### **Questions 9-11**

Please list when your organisation was set up as well as listing the size of your organisation and support/involvement of Elmbridge residents. Also please give an overview of your organisations aims and objectives.

### **Question 12-14**

Please tell us about your project, including the project name, a summary of the project (maximum of 50 words), as well as the full address of the project location. Provide before photos and, if relevant, a map of the location where you are proposing to complete your project.

### **Question 15 and 16**

Provide before photos and, if relevant, a map of the location where you are proposing to complete your project.

Please indicate which of the grants key funding areas your project fits into:

- carbon emission reduction education measures
- energy reduction, efficiency and renewable generation measures
- water and waste reduction measures
- biodiversity enhancement measures
- active travel measures

Examples of projects are listed in the 'What type of projects can be funded?' section toward the beginning of the guidance notes.

### **Question 17 and 18**

Please set out the full description of your project including:

- how your project fits within the key funding area

- how your project supports your sustainability goals
- what you plan to do/deliver,
- outline your current infrastructure (e.g. lighting, equipment, energy solution or biodiversity area) you aim to upgrade or enhance,
- how it will help you deliver your sustainable goals (listing any plans/strategies)
- what community benefits it will bring
- outcomes of your project
- estimated carbon reduction
- timeline for your project delivery

### **Question 19 and 20**

Please quantify what the funding would help you deliver for each element. (e.g. 15 energy efficient LED lights, 2m2 of loft insulation, 6 automatic water taps, 2m2 solar PV panels, 2 water butts/rainwater harvesting systems, 10 specimen trees planted, 10m2 of drought resistant garden, 1 heat pump, etc.)

Please set out what project element/s the funding that is being requested will deliver, as well as the elements that other funding secured for the project will deliver.

### **Question 21**

Please set out any permissions that you need and have acquired for your project.

### **Question 22**

Provide details of any relationship to any Councillors or Officers of Elmbridge Borough Council. Please include their full name.

### **Question 23**

Please make sure you read the declaration carefully, sign the form and return it.

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## **Next steps after submitting an application form**

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We will confirm receipt of your application and whether all required information has been received. We may ask you to provide further information, if necessary, to validate your application.

### **Once the funding round has closed**

Following the closure of the funding round all applications will be reviewed and

funding awards determined. Depending on the amount of application received this process can take up to four weeks' time.

### **Notification of awards**

All applicants, whether successful or not, will then receive an email to inform them of the outcome of their funding application.

Those who are successful will then be sent an award acceptance letter with the associated terms and conditions of the funding, which must be completed and returned via email to the Climate Change team.

Please note that within the terms and conditions successful applicants will be requested to provide a 6-month and 12-month progress report, as well as agree to publicise the support of Elmbridge Borough Council and the council reserves the right to use images of the project resulting from the award of the ECCAF funding as part of any publicity material that it may wish.

### **Project delivery timeline and when funding is released**

Any project that is successful in receiving a grant through ECCAF, must complete their project within 12 months of their award acceptance letter.

Grants will then be paid to a successful applicant upon the following:

- Completion of the project. This includes verification that the project is complete (e.g. photos).
- The submission of verifiable invoices.